



BASE THEATER RESERVATION

POC NAME: _____

SQUADRON: _____

DUTY PHONE: _____

SECOND PHONE: _____

ALTERNATE POC NAME: _____

ALTERNATE POC PHONE: _____

EVENT DATE: _____

EVENT TIME: _____

It is the responsibility of the Squadron Leadership (E-7 or above, listed below) to ensure that the Theater is cleaned after the function, to include, but not limited to the following:

Glass containers are NOT permitted in the theater.

Drinks must have a secure lid, bottle top, coffee lid, etc.

Insert clean plastic bags in all used trashcans. Patrons must provide their own trash bags.

Restrooms cannot be used to clean food containers utensils.

Ensure all toilets in restrooms are flushed, trash is picked up from floor.

Floors in theater seating area must be cleared and cleaned of all trash.

Floors will be swept and mopped as needed.

Place all trash/garbage from trashcans into the dumpster located in the theater parking lot.

Initial

I agree to the policies listed above and understand that failure to follow them will result in the Squadron/Unit being charged a \$50 cleaning fee.

SQUADRON LEADERSHIP SIGNATURE _____ DATE _____
(E-7 or above)